Recognize & Prevent Sexual Harassment

Lt Col Robert J. Liddy
State Equal Employment Manager

- **N - Facilitated discussion/lecture**

- **A - Ice Breaker**
  - **Opinion Survey**
  - **Review Policy**
  - **Video**
  - **Discuss shared responsibility**
  - **Just Say “NO” is a 4 Step Process**

- **T - Two (2) hours**

- **O - Define Sexual Harassment**
  - **Identify sexually harassing behavior**
  - **Recognize the shared responsibility in preventing sexual harassment**
  - **Respond appropriately to sexually harassing situations**
  - **Determine which avenue best suits their needs to address sexual harassment**
  - **Build a case for action**

Expectations

Ground Rules

BIN or Parking Lot

"Sexual Harassment . . . It's Wrong. It won't be tolerated in the National Guard!"

Russell C. Davis
Lieutenant General, USAF
Chief, National Guard Bureau

Air Force Policy

The Air Force will conduct its affairs free from unlawful discrimination and sexual harassment. It provides equal opportunity and treatment for all members irrespective of their race, color, religion, national origin, sex, age, or, in the case of civilian employees, handicapping conditions, except as pre-scribed by statute or policy.

Whenever unlawful discrimination is found, the Air Force immediately eliminates it and neutralizes the effects.

Commanders or supervisors who are aware of unlawful discrimination by subordinates but fail to take action may be disciplined. (AFPD 36-27, Social Actions and AFI 36-704, Discipline and Adverse Actions)

Opinion Survey

The following are some statements that you will agree or disagree with.

You may be neutral matter or undecided.

You may want to prepare your comment on why you chose your answer.

1. There is no sexual harassment in the _____ National Guard . . .

Agree/Disagree

2. Jim, a vice-president, and Jane a project manager, are at a professional conference.

Agree/Disagree

3. Marty is a new manager, who recently relocated. He asks his secretary, Louise, to rent an apartment for him because he is too busy with his new job

Agree/Disagree

4. A female receptionist working for a manufacturing facility is upset with a male customer who keeps putting his arms around her, hugging her

Agree/Disagree

5. Sylvia is a manager. Tom works for her in supply. While she and Tom are on a business trip, she tells Tom that she hopes he does not snore, they are going to share a room “to keep overhead costs down.”

Agree/Disagree

6. A male engineer put his arm around on of his female assistants. She immediately backed off and told him that she did not appreciate such behavior. He apologized, but over the next few months gave her tedious assignments, and ultimately gave her an extremely poor evaluation.

Agree/Disagree

7. Employees can be held personally liable for sexually harassing behavior.

Agree/Disagree

8. A female account executive who wears stylish clothing is upset by the barrage of sexually oriented comments made by her co-workers and manager.

Agree/Disagree

9. Although not singled out for unwanted sexual attention, a female office employee finds that the widespread sexual demands placed on many of her female co-workers, along with the preferential treatment for those who comply, has created a work environment that, according to her, is offensive and hostile.

Agree/Disagree

10. A female employee engages in sexual relations with her male supervisor, but later claims that her supervisor's advances were unwelcome and she complied only out of fear of losing her job.

Agree/Disagree

“What is Sexual Harassment?”

Sexual harassment is . . .

a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission is made either explicitly or implicitly, a term or condition of an individual's employment,

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

"Quid Pro Quo"

"Quid Pro Quo" a Latin term that means "something for something"

- **Decisions or expectations (such as selection for leadership positions, training, performance rating, squadron assignments/duties, etc.) are based on the 's willingness to grant or deny sexual favors.**

Examples of " quid pro quo*" harassment*

- Demanding sexual favors (from junior) in return for less training, higher military rating, etc.
- Disciplining (providing extra training, giving weekend restrictions, etc.) a junior who refuses to "cooperate" with the sexual advances
- Changing military performance rating or expectations after a junior refuses repeated requests for a date.

Hostile Environment

Verbal or non-verbal behavior in the workplace

(1) focuses on the sexuality of another person or occurs because of the person's sex (men or women)

(2) is unwanted or unwelcome and

(3) is severe or pervasive (wide spread) enough to affect the person's work environment.

Definitions

- **Unwelcome** - Webster’s Collegiate Dictionary defines this term as "not of a kind to be welcomed; undesired, unsought, unwanted and unwished”

- **Sexual nature** - means "behavior with some sort of sexual connotation to it or behavior that occurs because of the alleged victim being male or female"

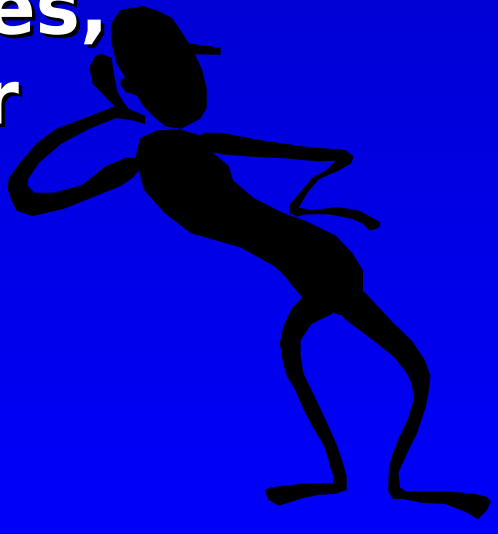
- **Explicit** - means "full, precise expression in the form of verbal, nonverbal or physical behavior”

- **Implicit** - means "implied or inferred behaviors that are not clearly expressed, but are understood"

What does verbal mean?

Verbal examples . . . .

- **Unwelcome pressure for sexual favors or dates**
- **Sexually oriented teasing, jokes, questions or discussions**



What does nonverbal and physical conduct mean?

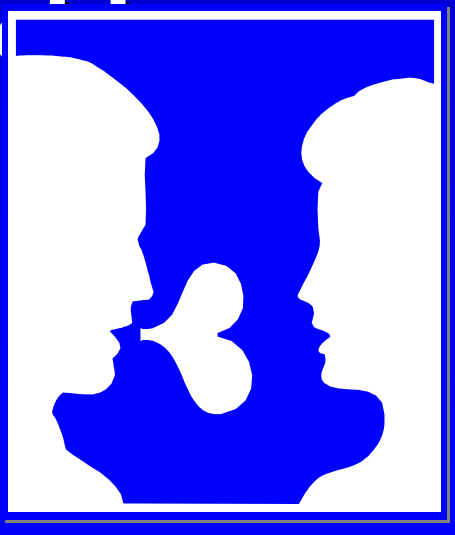
Nonverbal examples . . .

- **Sexually suggestive looks, gestures, or wolf whistles**
- **Displaying sexually suggestive visuals (centerfolds, calendars, cartoons, ashtrays, coffee cups, figurines, etc.)**

Physical examples . . .

- **Hanging around, standing near, or brushing against a person**

- **Deliberate touching, leaning over, cornering, pin[illegible] caressing**



How can sexual harassment impact the workplace and mission effectiveness?

Sexual Harassment

- Interferes with work performance
- Creates fear, anxiety and stress
- Destroys cohesion/ threatens retention
- Lowers morale
- Undermines readiness
- Detracts from mission accomplishment

Whose responsibility is it to stop sexual harassing behavior?

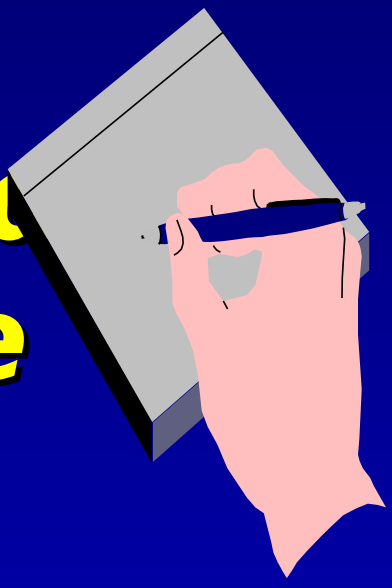
How to prevent sexual harassment complaints

1. Examine your own behavior to maintain an environment free of intimidation and hostility. Control social interactions so they do not interfere with productivity.

2. Whose responsibility is it to stop sexual harassing behavior?

3. Everyone in the organization has the responsibility for preventing and dealing with sexual harassment.

Take time and answer these questions. . .



1. Does my behavior contribute to work output and/or mission accomplishment?

2. Could my behavior offend or hurt others?

3. Could my behavior be misinterpreted as intentionally harmful or harassing?

4. Could my behavior be sending out signals that invite harassing behavior?

If you answered "*yes*" to any of the above;

- **it is time to reevaluate your behavior before it hurts someone . . .**
- **or hurts your career**

“But “It’ was just a harmless joke, I didn't mean anything by it!”

“We tease each other all the time. In fact, _____ tells some of the raunchiest jokes. Some of the guys blush.”

“The meaning of an event always resides in the individual, not the event itself. Human beings are meaning creators. Ten people can have the same experience, but it can have significantly different meaning for each of them.”

Harold Clive Wells

Begin the video tape

Behavioral Examples

As you view this video. . . Watch and see if you are able to identify the behavior, and decide whether you believe it is harassment or not.

Management's Obligations

Management obligation	**MGT OBLIGE**
Serious	**SERIOUS**
No retaliation	**NO RETAL**
Investigate quickly	**INV QUICK**
Confidentially	**QUIET**
Identify Behaviors	**ID BEH**
Discipline	**DISC**

Just Say “NO” is a 4 Step Process

- **When you . . . .**
- **I feel . . . .**
- **Because . . . .**
- **It would help me if . . . .**

If you are a victim of sexual harassment

- Firmly, but in a pleasant manner (when possible), tell the harasser that the behavior is unwelcome.
- Report the behavior to your supervisor, or talk to your EEO Counselor. 45 days (Technician status or applicant for technician employment) of the alleged incident or discovery of such.
- A formal complaint can be filed within 180 days (Military status) or applicant for military membership) of the alleged incident or discovery of such.

Reprisal

Each of us has a right to report sexual harassment or discrimination without fear of reprisal. Acts of reprisal against an individual should be reported ***immediately***.

Reprisal occurs if someone ***threatens*** you or your career because you filed a complaint or discussed an issue with your chain of command or another agency. It could include negative performance ratings, letters of counseling or reprimand, non-recommendation for re-enlistment, etc.

Title VI and Title VII complaint processes

Do You Know the DIFFERNCES?

Equal Opportunity
(Title VI)

versus

Equal Employment Opportunity
(Title VII)

Military Equal Opportunity (MEO) Office

This office handles the informal and formal complaint process involving military personnel. The MEOs are there to clarify the issues and assist you in resolving any equal opportunity issue.

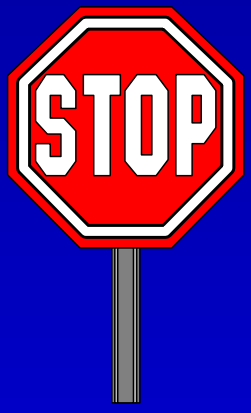
The Inspector General

The Inspector General's office handles more than sexual harassment or equal opportunity complaints. However, if the complaint is against a senior officer or above, an inquiry or investigation will be processed through the Inspector General's office. The IG is the OPR for investigating"reprisal" allegations.

Any person in a supervisor or command position .

:

who uses or condones any form of sexual behavior to control, influence or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.



An employer may also be responsible for the acts of non-employees. .

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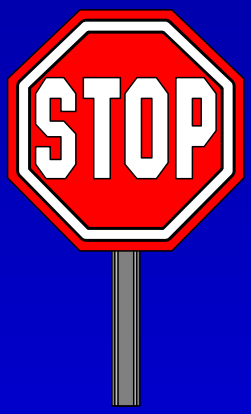

“You cannot hope to build a better world without improving the individuals. To that end each of us must work for his own improvement, and at the same time share a general responsibility for all humanity, our particular duty being to aid those to whom we think we can be most useful.”

Marie Curie

When you have any questions, need advice or direction on how to deal with a situation call the Wing MEO

HQ MOANG 573-638-9854

131st FW 314-263-6327

139th AW 816-236-3261

“We cannot safely assume that other people’s minds work on the same principles as our own. All too often, others with whom we come in contact do not reason as we reason, or do not value the things we value, or are not interested in what interest us.”

Isabel Briggs Dyers